

FIG. 2C

Replacement Sheet

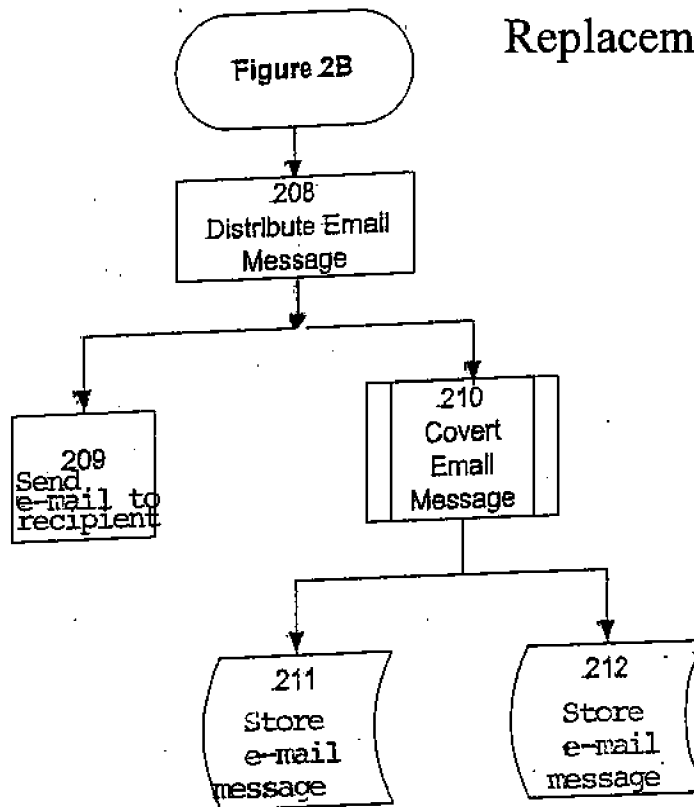
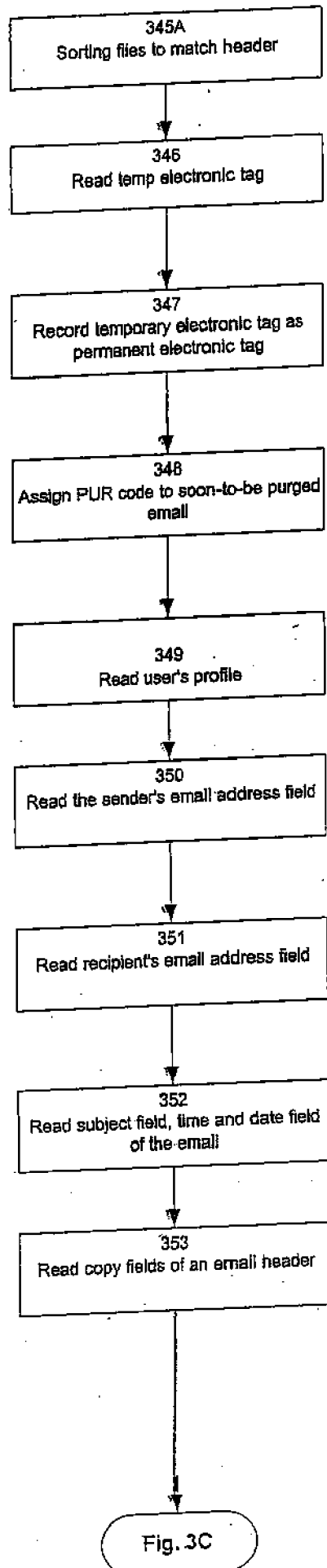


Figure 3B

Replacement Sheet



# Replacement Sheet

Figure 8A

The screenshot shows a software window titled "Email Tag". The menu bar includes: File, Edit, Message, Transfer, Mailbox, Settings, Special, Help. The sidebar on the left contains the following links: View Tag, Help, Support Services, and How To. The main form area contains the following fields and instructions:

- Reference Code: \_\_\_\_\_
- Software used (auto) \_\_\_\_\_
- Software version (auto) \_\_\_\_\_
- Other storage media \_\_\_\_\_
- Workstation of origin (auto) \_\_\_\_\_
- Documents original version (auto) \_\_\_\_\_
- Prepared by (auto) \_\_\_\_\_
- Passwords and log in verification (auto) \_\_\_\_\_
- Type of documents (drop down menu) \_\_\_\_\_  
(Legal, Correspondence, Personnel, Accounting, Finance, Other)
- Client name \_\_\_\_\_ (drop down menu)
- Client # \_\_\_\_\_ scan match the client name
- Project # \_\_\_\_\_ scan client name and client #
- Purpose of document (drop down box) \_\_\_\_\_
- Date (auto) \_\_\_\_\_
- Time (auto) \_\_\_\_\_
- Fill in box for text notes \_\_\_\_\_
- Document Version Number \_\_\_\_\_  
(auto if you use Save As command)
- Authoritative version Yes No
- Cross referenced to: (List document codes in drop down menu, click menu for further information)

At the bottom of the window, there are navigation buttons: previous, next, and print, along with a date stamp: 10/26/98.

# Replacement Sheet

Figure 8B

The screenshot shows a software window titled "Email Tag" with a menu bar (File, Edit, Message, Transfer, Mailbox, Settings, Special, Help) and a sidebar with links (View Tag?, Help?, Support Services?, How To?). The main area contains a form with the following fields:

- Reference Code: \_\_\_\_\_
- Workstation of origin (auto) \_\_\_\_\_
- Documents original version (auto) \_\_\_\_\_
- Prepared by (auto) \_\_\_\_\_
- Division/Department \_\_\_\_\_
- Network User's Employment Number (auto) \_\_\_\_\_
- User Passwords and log in verification (auto) \_\_\_\_\_
- Client name \_\_\_\_\_ (drop down menu)
- Client # \_\_\_\_\_ scan match the client name
- Project # \_\_\_\_\_ scan client name and client #
- Purpose of document (drop down box) \_\_\_\_\_
- Date (auto) \_\_\_\_\_
- Time (auto) \_\_\_\_\_
- Document Version Number \_\_\_\_\_
- (auto if you use Save As command)
- Authoritative version Yes No
- Cross referenced to: (List document codes in drop down menu, click menu for further information)
- Type of documents (drop down menu)
- (Legal, Correspondence, Personnel, Accounting, Finance, Other)
- Notes: \_\_\_\_\_

At the bottom, there are navigation buttons (Previous, Next, Print) and a date stamp (10/20/98).

# Replacement Sheet

Figure 8C

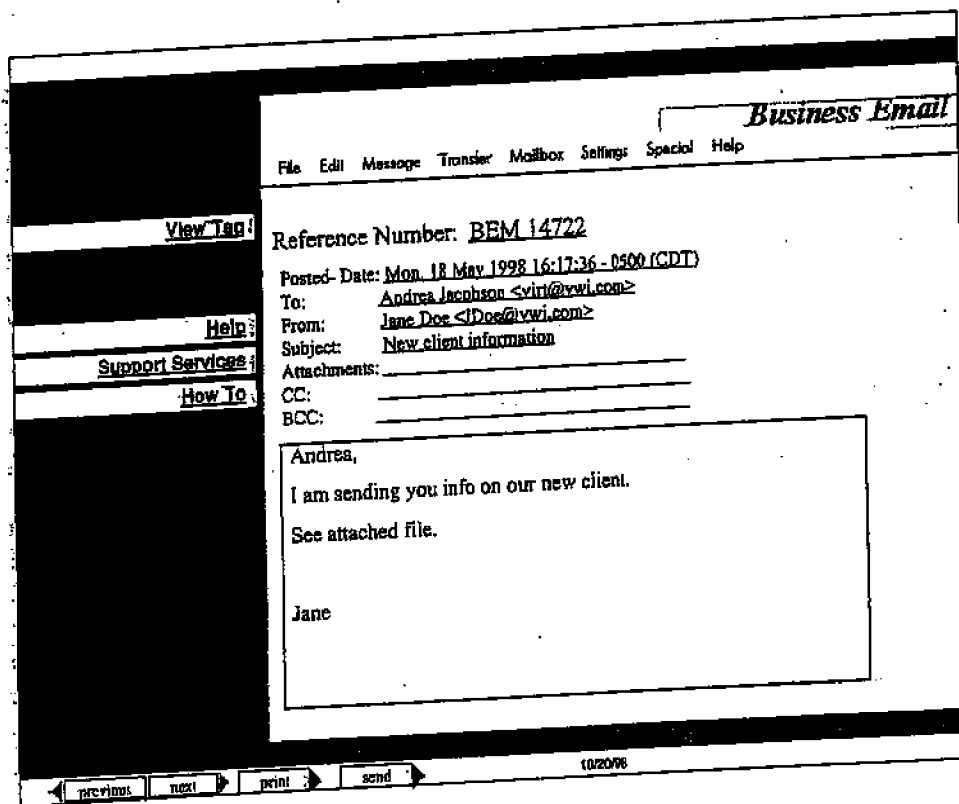
The screenshot shows a software window titled "Email Tag" with a menu bar (File, Edit, Message, Transfer, Mailbox, Settings, Special, Help) and a sidebar with buttons (View Tag, Help, Support Services, How To). The main area contains a form with the following fields:

Reference Code: \_\_\_\_\_  
Client name \_\_\_\_\_ (drop down menu)  
Client # \_\_\_\_\_ scan match the client name  
Project # \_\_\_\_\_ scan client name and client #  
Purpose of document (drop down box) \_\_\_\_\_  
Date (auto) \_\_\_\_\_  
Time (auto) \_\_\_\_\_  
Software used (auto) \_\_\_\_\_  
Software version (auto) \_\_\_\_\_  
Workstation of origin (auto) \_\_\_\_\_  
Documents original version (auto) \_\_\_\_\_  
Prepared by (auto) \_\_\_\_\_  
Passwords and log in verification (auto) \_\_\_\_\_  
Document Version Number \_\_\_\_\_  
(auto if you use Save As command)  
Authoritative version Yes No  
Cross referenced to: (List document codes in drop down menu, click menu for further information)  
Type of documents (drop down menu) \_\_\_\_\_  
(Legal, Correspondence, Personnel, Accounting, Finance, Other)  
Notes: \_\_\_\_\_

At the bottom, there are navigation buttons (previous, next, print) and a date stamp (10/20/98).

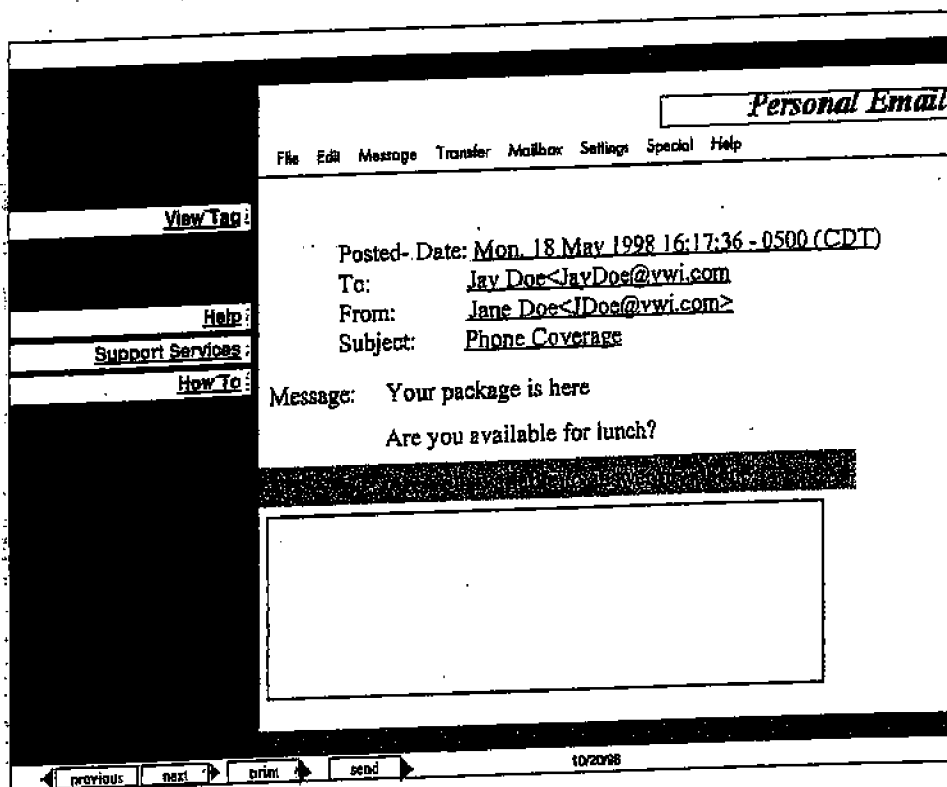
## Replacement Sheet

Figure 9



# Replacement Sheet

Figure 10



# Replacement Sheet

Figure 11

The screenshot displays the Minute Mail web interface. On the left is a dark sidebar with links: [View Test](#), [Help](#), [Support Services](#), and [How To](#). The main content area has a title bar with the text "Minute Mail" and a menu bar with "File", "Edit", "Message", "Transfer", "Mailbox", "Settings", "Special", and "Help". The email details are as follows:

- Reference Number: MMM 14722
- Posted- Date: Mon, 18 May 1998 16:17:36 - 0500 (CDT)
- To: Andrea Jacobson <vin@vwi.com>
- From: Jane Doe <JDoe@vwi.com>
- Subject: New client information
- Attachments: \_\_\_\_\_
- CC: \_\_\_\_\_
- BCC: \_\_\_\_\_

The email body contains the following text:

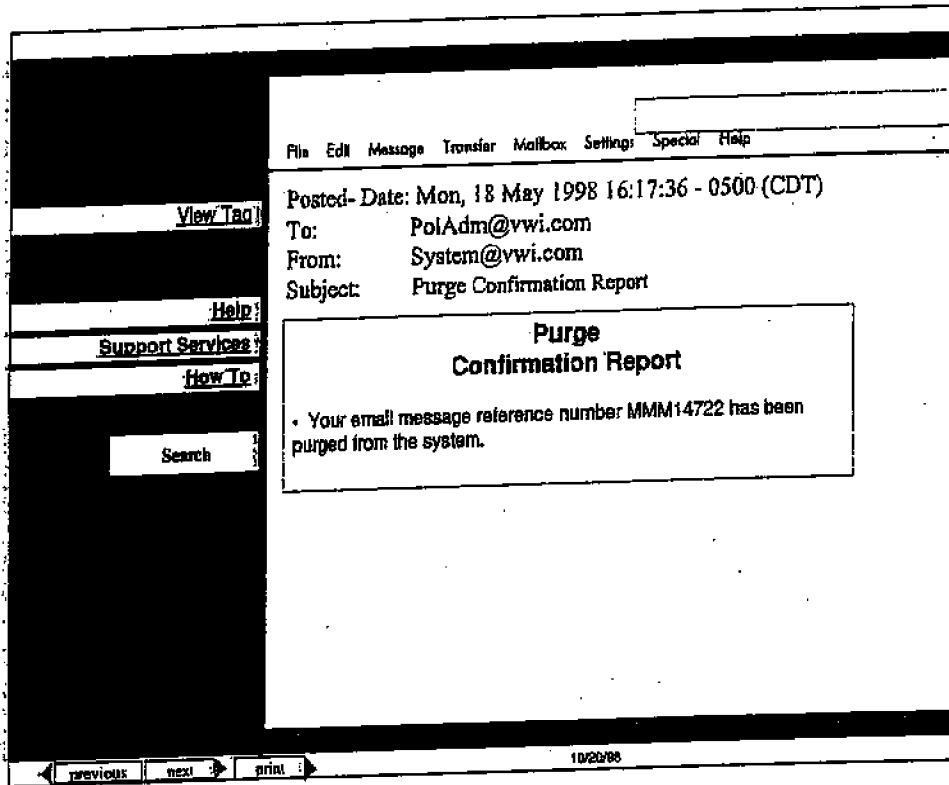
Andrea,  
My pin number is 0908  
Jane

At the bottom of the interface is a navigation bar with buttons for "previous", "next", "print", and "send", along with a date indicator "10/20/98".



# Replacement Sheet

Figure 12



# Replacement Sheet

Figure 13

The screenshot displays a web-based email client interface. On the left is a dark sidebar with navigation links: "View Tag", "Help", "Support Services", and "How To". The main content area has a header with the "Intramail" logo and a menu bar containing "File", "Edit", "Message", "Transfer", "Mailbox", "Settings", "Special", and "Help". The email details section shows the "Email Code Number" as "PEM 1000", the "Posted- Date" as "Mon. 18 May 1998 16:17:36 - 0500 (CDT)", the "To:" field as "Andrea Jacobson <virt@vwi.com>", the "From:" field as "Jane Doe <JDoe@vwi.com>", and the "Subject:" as "Weekend plans". The "Attachments:", "CC:", and "BCC:" fields are empty. The email body contains a message from Jane to Andrea, stating she will see her Friday night and will call upon arrival. At the bottom, there are navigation buttons for "previous", "next", and "print", along with a date stamp "10/20/98".

**Intramail**

File Edit Message Transfer Mailbox Settings Special Help

Email Code Number: PEM 1000

Posted- Date: Mon. 18 May 1998 16:17:36 - 0500 (CDT)

To: Andrea Jacobson <virt@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: Weekend plans

Attachments: \_\_\_\_\_

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

Andrea,

I'll see you Friday night. My flight gets in at 8 p.m. I'll call you as soon as I get into town.

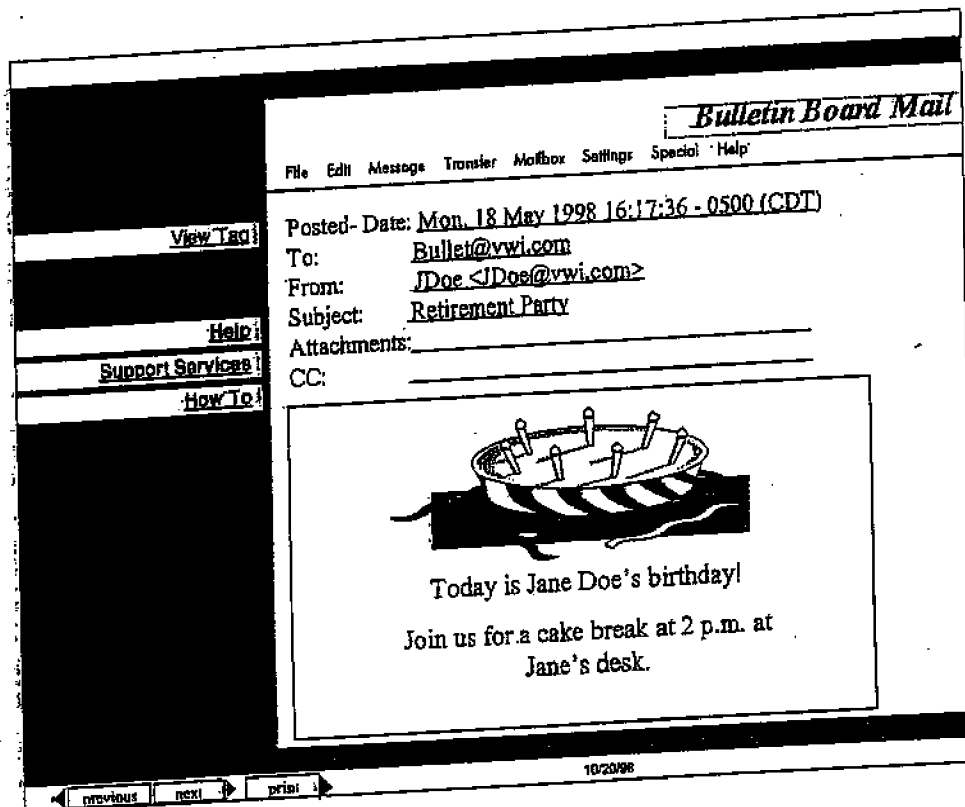
Jane

10/20/98

previous next print

# Replacement Sheet

Figure 14



# Replacement Sheet

Figure 15

The screenshot displays a web-based email interface titled "E-Proposal". The top navigation bar includes links for File, Edit, Message, Transfer, Mailbox, Settings, Special, and Help. On the left side, there is a vertical menu with links for View Tag, Help, Support Services, and How To. The main content area shows an email header with the following details: Reference Number: Pro 14722; Posted- Date: Mon, 18 May 1998 16:17:36 -0500 (CDT); To: Andrea Jacobson <vin@vwi.com>; From: Jane Doe <JDoe@vwi.com>; Subject: Project proposal process & information; Attachments: E- Proposal; CC: ; BCC: . The email body begins with "Andrea," followed by a paragraph explaining the attached cover letter regarding e-proposal and contract policies, procedures, and terms. It requests a review of the attachment and contact if there are questions or concerns. The message concludes with "We look forward to working with you." and is signed by Jane Jones, Account Manager. At the bottom of the interface, there are buttons for previous, next, print, and send, along with a timestamp of 10/20/98.

**E-Proposal**

File Edit Message Transfer Mailbox Settings Special Help

View Tag

Help

Support Services

How To

Reference Number: Pro 14722

Posted- Date: Mon, 18 May 1998 16:17:36 -0500 (CDT)

To: Andrea Jacobson <vin@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: Project proposal process & information

Attachments: E- Proposal

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

Andrea,

Attached is a cover letter explaining our e- proposal and contract policies, procedures and terms. Please review the attachment carefully and contact us if you have any questions or concerns.

We look forward to working with you.

Jane Jones  
Account Manager

previous next print send 10/20/98

# Replacement Sheet

Figure 16

The screenshot shows a web-based email interface. At the top, a menu bar includes 'File', 'Edit', 'Message', 'Transfer', 'Mailbox', 'Settings', 'Special', and 'Help'. The main content area is titled 'E-Proposal Confirmation'. On the left side, there is a vertical sidebar with links: 'View Tag', 'Help', 'Support Services', and 'How To'. The main content area displays the following information:

Reference Number: Pro 14722

Posted- Date: Mon, 18 May 1998 16:12:36 - 0500 (CDT)

To: Andrea Jacobson <virt@vwi.com>

From: Jane Doe <JDoe@vwi.com>

Subject: Project proposal process & information

Attachments: E-Proposal

CC:

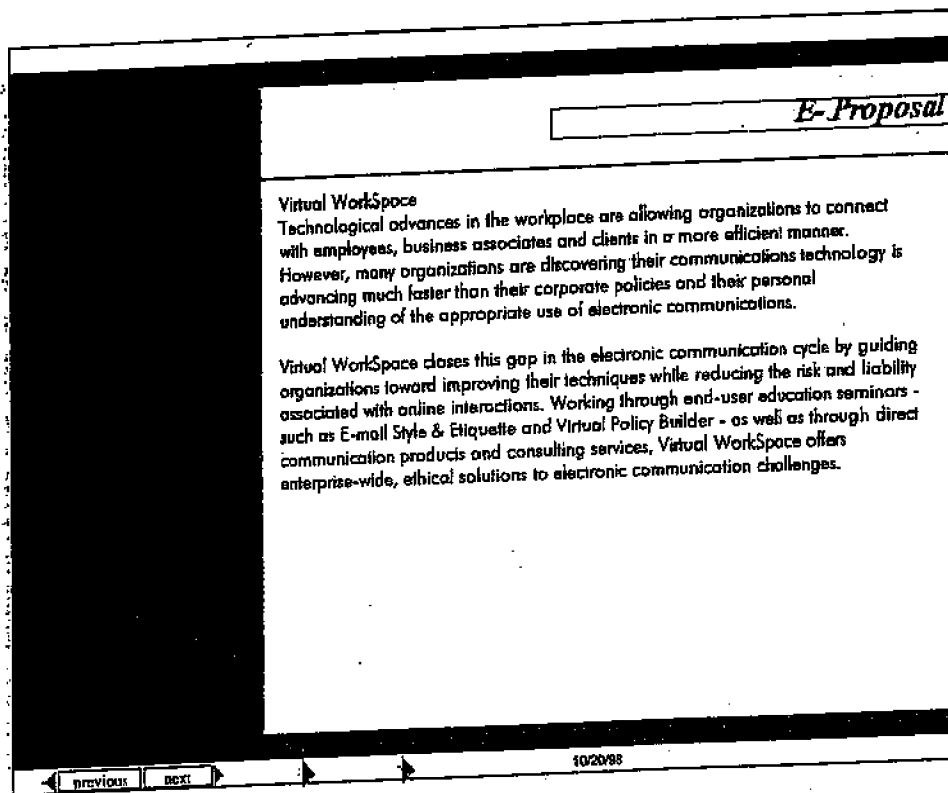
BCC:

Proposal Confirmation: May 18, 1998 16:19:30 - 500 (CDT)

At the bottom of the interface, there is a navigation bar with buttons for 'previous', 'next', 'delete', and 'send', followed by a timestamp '10/20/98'.

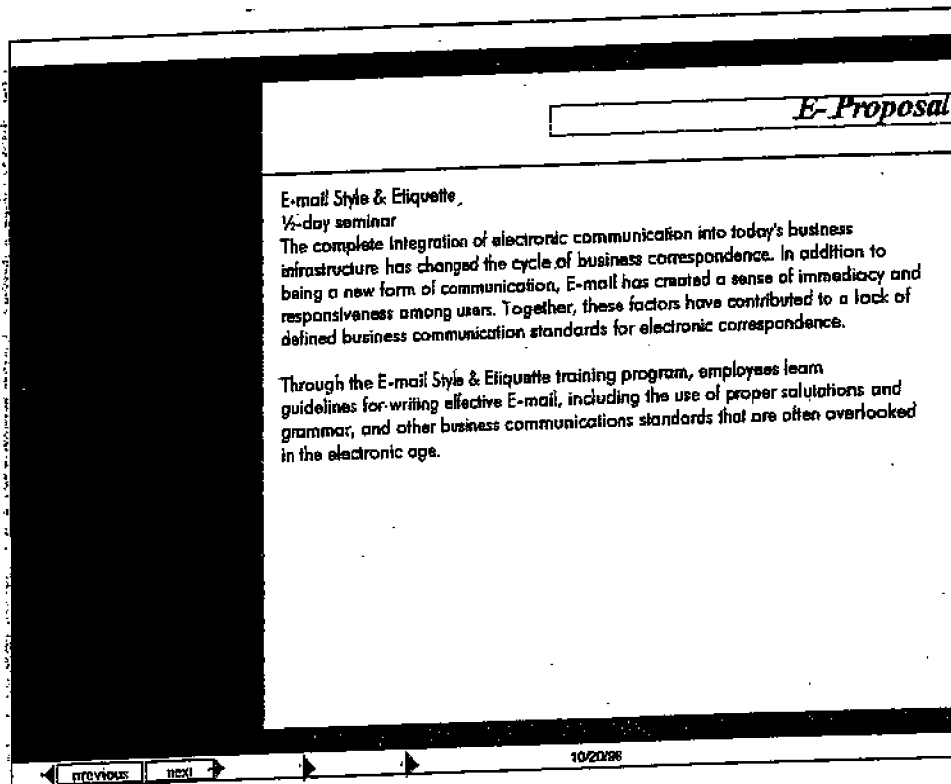
## Replacement Sheet

Figure 17



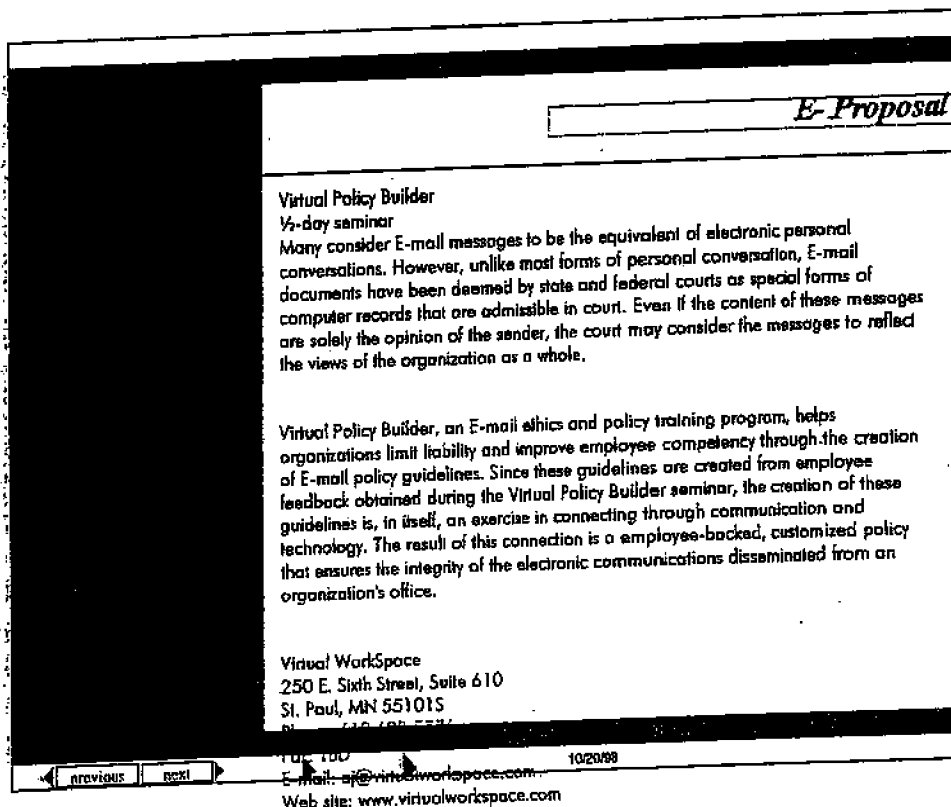
## Replacement Sheet

Figure 18



## Replacement Sheet

Figure 19





## Replacement Sheet

Figure 20

<i>E-Proposal</i>	
	<p>If you have any questions, please contact us at:</p> <p>Virtual WorkSpace 250 E. Sixth Street, Suite 610 St. Paul, MN 551015 Phone: 612.698.5776 Fax: TBD E-mail: <a href="mailto:aj@virtualworkspace.com">aj@virtualworkspace.com</a> Web site: <a href="http://www.virtualworkspaces.com">www.virtualworkspaces.com</a></p>

← previous next → 10/20/98

# Replacement Sheet

Figure 21

The screenshot shows a web-based form titled "E-Proposal" in a stylized font. The form is divided into two main sections: "Virtual Workspace" and "Recipient". Each section contains three input fields for "Signature", "Title", and "Date". Below these sections, there is a paragraph of text: "After you have signed the proposal, simply click on the send icon to return the proposal to our organization." followed by a "Send" button. At the bottom of the form, there are navigation buttons labeled "PREVIOUS" and "NEXT" with arrows, and a date stamp "10/20/98".

**E-Proposal**

Virtual Workspace	Recipient
Signature : _____	Signature : _____
Title : _____	Title : _____
Date : _____	Date : _____

After you have signed the proposal, simply click on the send icon to return the proposal to our organization.

PREVIOUS NEXT 10/20/98

# Replacement Sheet

Figure 22

The screenshot displays the 'Electronic Contract Tag' application window. On the left is a dark sidebar with a vertical menu containing the following items: 'View Tag', 'Help', 'Support Services', and 'How To'. The main window area has a title bar with the text 'Electronic Contract Tag' and a menu bar with options: 'File', 'Edit', 'Message', 'Transfer', 'Mailbox', 'Settings', 'Special', and 'Help'. The central area contains a form with the following fields and labels:

- Date and time proposal was sent (auto) \_\_\_\_\_
- Date and time proposal was received (auto) \_\_\_\_\_
- Date and time proposal was opened (auto) \_\_\_\_\_
- Date and time proposal was accepted (auto) \_\_\_\_\_
- Account Manager \_\_\_\_\_
- Workstation of origin (auto) \_\_\_\_\_
- Documents original version (auto) \_\_\_\_\_
- Prepared by (auto) \_\_\_\_\_
- Passwords and log in verification (auto) \_\_\_\_\_
- Type of documents (drop down menu) \_\_\_\_\_  
(Legal, Correspondence, Personnel, Accounting, Finance, Other)
- Client name \_\_\_\_\_ (drop down menu)
- Client # \_\_\_\_\_ scan match the client name
- Project # \_\_\_\_\_ scan client name and client #
- Purpose of document (drop down box) \_\_\_\_\_
- Date (auto) \_\_\_\_\_
- Time (auto) \_\_\_\_\_
- Fill in box for text notes \_\_\_\_\_
- Document Version Number \_\_\_\_\_  
(auto if you use Save As command)
- Authoritative version Yes No
- Cross referenced to: (List document codes in drop down menu, click menu for further information)

At the bottom of the window, there is a status bar with three buttons: 'previous', 'next', and 'print', followed by the date '10/20/98'.

# Replacement Sheet

Figure 23

The screenshot shows a software interface for creating an 'Email Tag'. On the left is a dark sidebar with four buttons: 'View Tag!', 'Help!', 'Support Services', and 'How To!'. The main area has a title bar with 'Email Tag' and a menu bar with 'File', 'Edit', 'Message', 'Transfer', 'Mailbox', 'Settings', 'Special', and 'Help'. Below the menu bar is a list of fields for data entry, each followed by a line for input. The fields are: 'Software used (auto)', 'Software version (auto)', 'Other storage media', 'Workstation of origin (auto)', 'Documents original version (auto)', 'Prepared by (auto)', 'Passwords and log in verification (auto)', 'Type of documents (drop down menu)' with a subtext '(Legal, Correspondence, Personnel, Accounting, Finance, Other)', 'Client name (drop down menu)', 'Client # scan match the client name', 'Project # scan client name and client #', 'Purpose of document (drop down box)', 'Date (auto)', 'Time (auto)', 'Fill in box for text notes', 'Document Version Number (auto if you use Save As command)', 'Authoritative version Yes No', and 'Cross referenced to: (List document codes in drop down menu, click menu for further information)'. At the bottom, there is a navigation bar with 'previous', 'next', and 'print' buttons, and a date '10/20/96'.

**Email Tag**

File Edit Message Transfer Mailbox Settings Special Help

View Tag!  
Help!  
Support Services  
How To!

Software used (auto) \_\_\_\_\_  
Software version (auto) \_\_\_\_\_  
Other storage media \_\_\_\_\_  
Workstation of origin (auto) \_\_\_\_\_  
Documents original version (auto) \_\_\_\_\_  
Prepared by (auto) \_\_\_\_\_  
Passwords and log in verification (auto) \_\_\_\_\_  
Type of documents (drop down menu) \_\_\_\_\_  
(Legal, Correspondence, Personnel, Accounting, Finance, Other)  
Client name (drop down menu) \_\_\_\_\_  
Client # scan match the client name  
Project # scan client name and client #  
Purpose of document (drop down box) \_\_\_\_\_  
Date (auto) \_\_\_\_\_  
Time (auto) \_\_\_\_\_  
Fill in box for text notes  
Document Version Number \_\_\_\_\_  
(auto if you use Save As command)  
Authoritative version Yes No  
Cross referenced to: (List document codes in drop down menu, click menu  
for further information)

previous next print 10/20/96

# Replacement Sheet

Figure 24

The screenshot shows a web application interface. At the top right, the title "Requesting Email" is displayed in a stylized font. Below it is a menu bar with the following items: File, Edit, Message, Transfer, Mailbox, Settings, Special, and Help. The main content area contains the instruction "Please fill in the form to request an archived email". On the left side, there is a vertical sidebar with four links: "View Tag", "Help", "Support Services", and "How To?". The form itself consists of several labeled input fields: "Name:", "Email Address:", "Division/Department:", "User Access Code:", "Purpose of email request:" (with a text box), and "Enter the email reference number (drop down menu)" (with a dropdown box). Below these fields, there is a paragraph of text: "If you do not know the reference code of the email you want to request, you may want to search for the email." followed by a "Search" button. At the bottom of the page, there is a navigation bar with "previous", "next", and "print" buttons, and a date "10/20/06" on the right.

**Requesting Email**

File Edit Message Transfer Mailbox Settings Special Help

Please fill in the form to request an archived email

[View Tag](#)

[Help](#)

[Support Services](#)

[How To](#)

Name:

Email Address:

Division/Department:

User Access Code:

Purpose of email request:

Enter the email reference number (drop down menu)

If you do not know the reference code of the email you want to request, you may want to search for the email.

Search

previous next print 10/20/06

# Replacement Sheet

Figure 25

**Email Search**

File Edit Message Transfer Mailbox Settings Special Help

**View Tag**

**Help**

**Support Services**

**How To**

**Search**

Workstation of Origin

Keyword Search

Application used to create the email

Client Name

Prepared by

Date of email receipt

Project #

Date of creation

previous next print 10/20/98

# Replacement Sheet

Figure 26

<i>Email Search</i>	
File Edit Message Transfer Mailbox Settings Special Help	
<a href="#">View Tag</a>  <a href="#">Help</a> <a href="#">Support Services</a> <a href="#">How To</a>  <a href="#">Search</a>	Email Version Number <input type="text"/>
	All related files or electronic records <input type="text"/>
	All emails from same organization <input type="text"/>
	All parts (volume) of a file folder <input type="text"/>
	All emails from the same person <input type="text"/>
	Email on a file <input type="text"/>
	All transactions per client/project <input type="text"/>
	Electronic records attached to the email <input type="text"/>
	To whom <input type="text"/>
<div>previous next print</div> <div>10/20/95</div>	

# Replacement Sheet

Figure 27

